

**MILITARY DEPARTMENT OF ARKANSAS
HUMAN RESOURCES OFFICE
CAMP ROBINSON, NORTH LITTLE ROCK, AR 72199-9600
TELEPHONE: (501) 212-4208/4215; DSN: 962-4208/4215**

TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER:04-387T

OPENING DATE: 22 September 2004

CLOSING DATE: 13 October 2004

POSITION TITLE, SERIES AND GRADE	POSITION NUMBER	SALARY RANGE
Contract Specialist GS-1102-11	80002000	48,947-63,629 pa

TYPE OF APPOINTMENT: Technician, Excepted, Enlisted
Supervisory, Permanent

NOMINATING OFFICIAL: Robert E. Dolanski, Support Officer
LOCATION OF POSITION: 188th Fighter Wing, AR ANG, Fort Smith, AR 72903-6096

AREA OF CONSIDERATION:

Onboard:

- (1) Qualified technicians of the 188th Fighter Wing.
- (2) Qualified technicians of the Arkansas Air National Guard.
- (3) Onboard qualified technicians of the AR ARNG.

New Hire:

- (4) Qualified members of the AR ANG/AR ARNG.
- (5) Individuals who are not members of the National Guard, but are eligible to acquire membership in an available and compatible military grade for excepted technician positions

QUALIFICATION REQUIREMENTS: Must have a bachelor's degree from an accredited college or university, AND at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management or assignment into the GS-1102 career field prior to 1 Oct 2000. Must have 36 months worth of contracting experience with at least one year of contracting experience equivalent to the GS-09 level. The experience must have provided the knowledge, skills and abilities to perform successfully the work of the position.

PLACEMENT FACTORS: Applicants should demonstrate through prior experience, education and training the following: (1) Thorough knowledge of the Federal Acquisition Regulation and its supplements. (2) Meet requirement for Contracting Level II certifications. (3) Meet the requirements authorizing a Contracting Warrant of at least \$100,000.00. (4) Ability to meet and work with contractors, vendors and customers. (5) Thorough knowledge of the Government Purchase Card (GPC) program. (6) Knowledge of Davis-Bacon and related Acts and Service Contracting Act of 1965 and related Acts. (7) Knowledge and familiarity with Procurement Desktop-Defense (PD2) system. 8. Completion of appropriate technician schools/CDC courses. Upon selection, must be a member of the 188th FW, AR ANG, and assigned to a compatible military position in AFSC 6C0X1.

SUMMARY OF DUTIES: The incumbent performs pre-award, post-award, and contract closeout functions for a variety of supply, services and construction contracts within the Air National Guard. Contracting is established through sealed bidding procedures with some contracts involving negotiated small disadvantaged business program contracts, architect/engineer contracts, and Task Order Contracting (TOC) delivery orders. Monitors contract progress and issues cure or show cause notices as appropriate. Developments or initiates

advance acquisition or contracting plans for projects. At the public bid opening, drafts Abstract of Bids and serves as Bid Opening Officer. Prepares and distributes award package consisting of signed and approved contracts and labor and authority letters. Maintains contract files. Issues suspension of work or stop work orders, as necessary, and negotiates equitable settlements for claims between the government and the contractor. Coordinates contract completion/closeout including punch-list development and resolution, submission and acceptance of warranties, final inspection and acceptance, as built drawings, release of claims, final payment and construction contract evaluation. Performs other related duties as required.

APPLICATION INSTRUCTIONS: Individuals meeting General and Specialized Qualification Requirements may apply by submitting either OF 612, Optional Application for Federal Employment, or a resume, or other written format, with attachments listed below, so that it will arrive on or before the closing date of the Employment Opportunity Announcement. **WHATEVER APPLICATION FORMAT IS USED, IT IS CRITICAL THAT ALL REQUIRED INFORMATION IS SUBMITTED, PARTICULARLY ALL EXPERIENCE PERTAINING TO SPECIALIZED QUALIFICATION REQUIREMENTS.** Individuals submitting incomplete applications may lose consideration for a position. Submit applications to the Human Resources Office, Camp Robinson, North Little Rock, AR 72199-9600, or to the 189th AW/DPCO, 112 CMSgt Williams Drive Suite 103, Little Rock AFB, AR 72099-4802. **Application must be signed in original ink. FAXED, INCOMPLETE, AND/OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.** Evaluation will be based on the experience/qualification requirements stated in the announcement; therefore, it is important that every requirement be based on the application. When possible, experience should be explained in terms of knowledge, skills and abilities. Substantial changes in duties and responsibilities should be fully explained so that appropriate credit may be given. Required attachments to the application are as follows:

1. **AG AR Ark Form 1:** Chronological Summary of Military Experience. Include assignments, training and experience, and AFSCs/MOSs awarded.
2. **AG AR Ark Form 6:** Military and Civilian Education. Include hours or weeks, and dates completed. If attendance was less than full time (i.e., night school) indicate actual hours.
3. **AG AR Ark Form 22:** Pre-Appointment Certification Statement.
4. **SF 181:** Race and National Origin Identification

This position with the Arkansas National Guard is a Title 32 USC 709 position, not Title 5, and as such has different RIF criteria, certain grade and promotion limitations, and no Veterans Preference. PCS may be authorized in accordance with Joint Travel Regulations. Direct Deposit/Electronic Funds Transfer of Civilian Pay is required as a condition of promotion/reassignment.

THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH, ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTORS, SUCH AS RACE, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

//SIGNED//
GERALD L. ROBINSON
Capt, AR ANG
Supervisor Human Resources Specialist
(Classification)